2017 Events Request for Proposals

The IEEE Humanitarian Activities Committee (HAC) is tasked with supporting the IEEE Board-endorsed vision of IEEE volunteers around the world carrying out and/or supporting impactful humanitarian activities at the local level – that is, "feet on the ground."

HAC is currently soliciting proposals for the support of elements of events that are aligned with this vision. Support requested may include financial resources, publicity in HAC materials, content development – such as HAC assistance in determining session topics and/or potential speakers –and/or other assistance. HAC seeks to support a range of elements of events across IEEE's regions worldwide.

Please note: HAC will not sponsor entire conferences – rather, it will support elements of events, such as tracks, workshops, sessions, and so on, that are aligned with HAC's vision. The proposal gathers support requests for all elements of a specific event.

Submission Deadlines in 2017:

- March 1st
- May 15th
- August 15th

Eligibility to apply:

- For IEEE events, we will not evaluate funding requests until the event has received official conference approval by IEEE.
- For any event, application must be approved by General Chair or Program Chair.

Elements of events considered:

- Tracks
- Workshops, technical or non-technical
- Guest or plenary speaker
- Panel sessions, etc.

Elements of events NOT considered:

- Sponsorship of an entire conference
- IEEE Distinguished Lecturer Series
- Regular IEEE organizational unit (OU) meetings, such as section, chapter, or committee meetings

- Scholarships to individuals
- Participation of individual/teams at competitions or awards

IMPORTANT NOTES:

- Proposals are to cover humanitarian technology tracks and support events. Funding is not considered for funding projects or seed funding for start-ups.

- Proposals can be made for up to USD$15,000.

- Budget needs to be clear and state other sponsors of the event.

- Proposals missing attachment files and supporting information will not be considered.

- Similar proposals for the same event will not be considered.

Proposal evaluation criteria:

- How well the proposed elements of the event align with HAC's vision, enabling the development of IEEE volunteers carrying out and/or supporting impactful humanitarian activities at the local level
- Elements of the event are well-defined, planned, with clear target audience
- Projected impact of the elements of the event being proposed for funding and evaluation
- Event team's relevant experience to successfully execute the event
- Clear and reasonable budget for the event and the elements of the event being proposed for funding
- Budget request from HAC must have a separate budget line item for each element being requested. Elements must be clearly defined.

Download the application form at: http://bit.ly/2k9XmJB

Please submit your completed form to hac-events@ieee.org

Reporting:

- Report submissions after the event are compulsory, in order to be considered for future HAC sponsorship
- Report must be submitted with successful evaluation metrics no later than two months following the event.

Questions:

- Questions about HAC's event support program? Please contact hac-events@ieee.org for more information.